

St. Tammany Fire Protection District No. 1

Board of Commissioners

Regular Meeting Minutes January 19, 2021

The meeting was called to order at 6:01 p.m.

The prayer and pledge of allegiance were done.

ROLL CALL: Chairman Crowley and Commissioners Rich, Brackett, Gay and McDowell were present.

AWARDS & RECOGNITION- BOC Introduction: Jeffrey McDowell
BOC Recognition: Jim Hoying
Retirements: Scott Garrett, Tyrone Collins

Commissioner Gay made a motion to amend the agenda to add Executive Session, after the Attorney Report, to discuss the process for the votes on Resolutions 2021-001- 2021-005, which will then be added after completion of Executive Session. Commissioner Rich seconded the motion. The motion carried unanimously.

APPROVAL OF MINUTES

Commissioner Brackett made a motion to approve the minutes of the December 15, 2020 meeting. Commissioner Rich seconded the motion. The motion carried unanimously.

OLD BUSINESS – (none)

NEW BUSINESS

1. Chief's Report

a) Significant Monthly Events

- REMINDER: Ethics Training/ Financial Disclosure
- COVID-19 Update- 37 employee positivity cases at the end of 2020, 16 so far in 2021. Additionally, vaccinations have been given to those who signed up to receive them.
- Dec. 28- Consolidation/ Pro QA Press Conference
- Conducted Crew Meetings (2020 Overview and 2021 Vision)
- 2020 Budget (Louisiana Legislative Auditor 5% rule)- no amendment necessary due to being under budget over 5%
- Dispatch- Intergovernmental Agreement(s)
 - Fire Districts- effective 1/1/2021
- Mechanic replacement- 3 applicants have applied, as of today
- Third Party Evaluation Review- Chief Kaufmann stated that evaluations were submitted and will be reviewed after Executive Session.
- St. 13/ HQ- UPDATE- Chief Kaufmann stated that we are in negotiations on the project.
- Training Academy Addition- COMPLETED
- St. 11/ Temporary Housing- Chief Kaufmann stated that the modifications are complete and the building is ready for us to occupy. Chief Kaufmann further stated that there is a meeting tomorrow, with the architects, to discuss the final plans/specifications for advertisement and an early March bid opening date.

Pursuant to R.S. 42:23, personal recording devices are welcome in every meeting for Fire District No. 1; however, 1 they must remain and be maintained in the possession of the individual that brings the device to remove any liability from Fire District No. 1 of any unintentional or accidental mishaps with the device during any such meeting

- St. 19- UPDATE- Chief Kaufmann stated that we have a “Letter of Intent” on the Allen Rd. property.
- b) Operations Reports** - Chief of Operations Bruno discussed the “Operations” report (December) which covers YTD call totals, Hydrants Inspected, NFIRS Incidents, Dollar Loss/ Dollar Save (by Station location), Average Response Time (by Station) and EMS Call Type and Number of Incidents.
- c) Maintenance Report**- Chief of Operations Bruno discussed the “Maintenance” report (December) which covered preventative maintenances and major repairs performed.
- d) Fire Prevention Report**- Asst. Chief of Fire Prevention Gaubert discussed the monthly “Fire Prevention” report (December) which included Inspections, Public Fire Safety & Education Events, Investigations, and Economic Impact.
- e) Training Report** – Chief of Training Bauer discussed the monthly “Training” report (December) which included Classes, Certifications and Revenues.
- f) Communications Report** – Chief of Administration Duffaut discussed the monthly “Communications” report (December) which included call volume and statistics.
- g) General Comments**
 - Dispatch and Firefighter orientations were conducted (13 employees)
 - Department Background/ Presentation to Commissioner McDowell on 1/7
 - Combat Challenge- considering hosting a Combat Challenge
 - Annual FD Overview PowerPoint being revised
 - One resignation

Commissioner Brackett made a motion to accept the Chief’s report. Commissioner McDowell seconded the motion. The motion carried unanimously.

- 2) **SFFA (Slidell Firefighters Association)** – Chief Kaufmann stated that Union President Berns has attended 4 FRS meetings and continues to attend staff meetings.

3) PMI Report –

- a.) **Employee Benefits** - (none)
- b.) **Human Resource**
 - 1) 2021-006: BOC Resolution (2020 General Fund Surplus Determination)

Commissioner Brackett made a motion to adopt Resolution 2021-006, Relating to the Approval of the 2020 General Fund Surplus for District No.1. Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 2) 2021-007: BOC Resolution (Amend BOC Resolution 2020-048)

Commissioner Brackett made a motion to adopt Resolution 2021-007, Relating to the Approval to Amend BOC Resolution 2020-048 for District No.1. Commissioner Rich seconded the motion.

Mr. Waniewski stated that we did not receive early ad valorem revenue collections as we have the past couple of years; therefore it will be in the 2021 funding budget.

The floor was opened for public comment. There was no public comment.

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The motion carried unanimously.

- 3) 2021-008: BOC Resolution (Ratify Commissioner J. Hoying Term of Service)

Commissioner Brackett made a motion to adopt Resolution 2021-008, Ratifying the Service of Commissioner J. Hoying for District No.1. Commissioner Rich seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 4) 2021-009: BOC Resolution (Ratify Slidell City Council BOC Appointment J. McDowell)

Commissioner Gay made a motion to adopt Resolution 2021-009, Ratifying the Appointment of Commissioner J. McDowell for District No.1. Commissioner Brackett seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 5) Release for Review- Employee Handbook SOP and SOG Revisions
- 6) Fire Chief Evaluation- responses should be turned in prior to February 10 for compilation
- c.) **Payroll** – 2021 Pay Scales (Effective 1/1/2021)
- d.) **FRS (Firefighters Retirement System)** – Mr. Waniewski stated that he is developing a PowerPoint on the past 10 year actuarial reports on investment returns to distribute to other interested fire agencies.
- e.) **VFIS Special Risk Insurance & LWCC**- VFIS Renewal Questionnaire in progress

Commissioner Brackett made a motion to accept the PMI report, as stated, with the exception of the five Resolutions. (There was no second)

- 4) **Duplantier Hrapman Hogan & Maher, LLP**- Mrs. Gaudin discussed the December financial report.

Commissioner Rich made a motion to accept the December financial report. Commissioner Brackett seconded the motion. The motion carried unanimously.

- 5) **Attorney's Report**- none
- 6) **Executive Session**

Commissioner Gay made a motion to go in to Executive Session. Commissioner Brackett seconded the motion. The motion carried unanimously.

Executive Session convened at 7:25 p.m.

The meeting reconvened at 7:57 p.m.

There was no action taken.

Chairman Crowley stated that there are 5 vote of confidence/non-confidence resolutions. He further stated that each third party vendor shall be provided the evaluation responses that were submitted for review/comment and a vote will be done at the February meeting.

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01/19/2021

Commissioner Gay made a motion to table Resolutions 2021-003, 2021-004 and 2021-005 until the February meeting. Commissioner Brackett seconded the motion.

The floor was opened for public comment. There was no public comment.

The motion carried unanimously.

- 1) 2021-001: BOC Resolution (BOC Chairman Vote of Confidence) (deferred to Vice Chairman Brackett)

Commissioner Rich made a motion to adopt Resolution 2021-001, Relating to the Vote of Confidence for Chairman of the Board of Commissioners for District No. 1. Commissioner Gay seconded the motion.

The floor was opened for public comment. There was no public comment.

Chief Kaufmann recommended supporting a vote of confidence.

The motion carried unanimously.

- 2) 2021-002: BOC Resolution (BOC Vice Chairman)

Commissioner Gay made a motion to adopt Resolution 2021-002, Relating to the Election of the Vice Chairman of the Board of Commissioners for District No. 1. Commissioner McDowell seconded the motion.

Commissioner Gay nominated Commissioner Brackett.

The motion carried unanimously, with Commissioner Brackett abstaining.

There was a brief discussion on the evaluation process and the universal third party vendor evaluation forms that were created.

Commissioner Brackett made a motion to adopt the PMI report. Commissioner Rich seconded the motion. The motion carried unanimously.

- 7) **Board of Commissioner Comments** – Chairman Crowley again welcomed Commissioner McDowell.

Commissioner Gay made a motion to adjourn. Commissioner Brackett seconded the motion. The motion carried unanimously.

The meeting adjourned at 8:12 p.m.